

**441—103.21(218,233A) Advisory committee.** The department shall establish an advisory committee consisting of 15 persons appointed by the commissioner to review and make recommendations to the department regarding the programming and policies of the state training school.

**103.21(1) *Membership.*** Membership shall include representatives of the local community, the juvenile court, providers of juvenile services, state agencies concerned with juvenile services, and persons with expertise in the treatment of youth. No more than five members of the advisory committee shall be state employees.

**103.21(2) *Committee action.***

*a.* A quorum shall consist of two-thirds of the members eligible to vote.

*b.* Where a quorum is present, a position is carried by a majority of the members eligible to vote.

**103.21(3) *Committee minutes.*** Copies of minutes are kept on file in the office of the Superintendent, State Training School, Eldora, Iowa 50627, (515)858-5402.

**103.21(4) *Committee meetings.*** The committee will meet at least three times a year. Dates will be determined by the chair. Special meetings may be called by the chair or upon the written request of a majority of committee members. Any person wishing to make a presentation at a committee meeting shall notify the superintendent at least 15 calendar days prior to the council meeting.

**103.21(5) *Robert's Rules of Order.*** In cases not covered by these rules, Robert's Rules of Order shall govern.

This rule is intended to implement Iowa Code section 218.4 and chapter 233A.